

# REQUEST FOR PROPOSALS



## ***Energy Code Compliance Analysis Tool Development***

**Alabama Department of Economic and Community Affairs**

**Energy Division**

Issue Date: July 11, 2016

Proposal Due Date: July 27, 2016

## **Energy Code Compliance Analysis Tool Development**

### **Eligible Applicants**

Eligible applicants include non-profit organizations, colleges and universities, and commercial for-profit organizations.

### **Proposals**

Each proposal submitted must contain one (1) original and two (2) copies.

### **Submission Information**

All proposals must be received no later than **5:00 p.m., July 27, 2016** at:

#### **By Mail:**

ADECA - Energy Division  
P.O. Box 5690  
Montgomery, AL 36103-5690

#### **By Courier:**

ADECA - Energy Division  
Mailroom 404  
401 Adams Avenue  
Montgomery, AL 36104

### **Late Proposals**

Proposals submitted after the due date will not be considered. The Energy Division reserves the right to reject any incomplete proposals without review.

### **Questions**

Questions pertaining to this RFP may be submitted by email or fax to Heather Goggin, Energy Program Manager, at [heather.goggin@adeca.alabama.gov](mailto:heather.goggin@adeca.alabama.gov) or (334) 242-0552.

**Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.**

This 'Request for Proposals' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All grant awards are contingent upon availability of funds.

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## **PART I – FUNDING OPPORTUNITY DESCRIPTION**

### **A. Summary**

The Alabama Department of Economic and Community Affairs (ADECA) Energy Division administers the Alabama Energy and Residential Codes (AERC) Board. The AERC Board is responsible for the adoption and implementation of energy and residential building codes for the State of Alabama.

Projects under this Request for Proposals (RFP) will be funded, in whole or in part, with funds appropriated by the State of Alabama.

**The ADECA Energy Division is soliciting proposals from qualified applicants to develop a spreadsheet-based *energy code compliance analysis tool*, similar to the U.S. Department of Energy’s RESCheck program, which will document compliance with the 2015 Alabama Residential Energy Code. The 2015 Alabama Residential Energy Code is effective as of October 1, 2016, and is based on the 2015 International Energy Conservation Code, as amended by the AERC Board.**

**The tool should be a simple calculator based on the methodology used in RESCheck with the Alabama-specific amendments. The tool should be customizable without requiring additional maintenance; however, the proposal should include a description of any necessary maintenance and support options included in the proposed development. Proposals should also include a training document or user guide, as well as a quick reference guide.**

## **PART II – AWARD INFORMATION**

### **A. Estimated Funding**

Approximately \$5,000 is available for development of the energy code compliance analysis tool.

### **B. Award Size and Anticipated Number of Awards**

The maximum amount requested for each proposal submitted under this announcement is \$5,000. The Energy Division expects to make one (1) award.

### **C. Period of Performance**

The Energy Division anticipates awarding the grants to begin August 15, 2016 and to terminate no later than September 30, 2016, for an amount not to exceed the amount requested by the Offeror or that which is negotiated between the selected Offeror and the Energy Division.

### **D. Method of Payment**

Payments shall be made on a cost-reimbursement basis over the course of the grant.

All Subrecipients must register in the State of Alabama Accounting and Resource System (STAARS) Vendor Self Service (VSS) portal in order to receive payment. Subrecipients can elect to be paid via Electronic Funds Transfer (EFT) or paper check when registering.

### **E. Cost Matching**

Matching funds are not required.

## **PART III – PROPOSAL CONTENTS**

**Each proposal submitted must contain one (1) original and two (2) copies of the following documents:**

### **A. Letter of Transmittal and Commitment**

The letter of transmittal must include the following:

1. A brief statement of the work to be performed
2. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal
3. The applicant's Dun and Bradstreet Universal Numbering System (DUNS) number

### **B. Proposal Narrative**

The proposal should not exceed ten (10) pages in length. Attachments/forms are not a part of the 10-page limit. Be as concise and direct as possible by addressing key issues and information. The Offeror shall submit a written narrative including each of the following:

1. Cover Page

Title of project, name of Offeror's organization, physical address, telephone number, email address, name of contact person(s), and date submitted.

2. Project Strategy / Scope of Work

Provide a detailed description of the proposed project and methodology chosen to achieve the goals of the project. Discuss how the project will be implemented and procedures will be developed. Provide clearly defined, quantifiable and measurable task elements, with clearly stated goals and objectives.

3. Task Statement and Timeline

Outline major tasks and services to be provided. Include a timeline for task completion.

4. Offeror's Background and Experience

Give a brief description of the qualifications and experience of each staff member assigned to this project and briefly describe similar projects which your organization has developed and implemented.

## C. Attachments

These attachments can be found on our website at  
<http://www.adeca.alabama.gov/about/Pages/Funding-Opportunities.aspx>

### **Attachment A - Project Budget**

The Project Budget should outline the expenditures for the project. Please reference Attachment "B" for a description of budget categories. Proposal preparation costs are not reimbursable.

### **Attachment B - Budget Narrative**

The Budget Narrative should include a detailed explanation of the expenditures outlined in your Project Budget.

### **Attachment C - Offeror/Proposer Information**

The applicant must submit an Offeror/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project. Information should be for the eligible party receiving the award, not for a third party assisting with the application process.

### **Attachment D – Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act –~~AND~~– E-Verify MOU**

A form entitled CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (Act 2011-535 as amended by Act 2012-491) must be submitted in addition to the following. **The form must be signed, dated, and notarized.**

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act; Code of Alabama, Section 31-13, imposes conditions that apply to contracts, grants, or incentives by the state, any political subdivision of the state or any state-funded entity where the co-party is a "business entity or employer." This act will require selected proposers to submit a completed copy of the E-Verify Memorandum of Understanding (MOU) which is generated when the business entity or employer enrolls in that program bearing the number assigned to that MOU by Homeland Security at <https://verify.alabama.gov>.

The following clause will be included in the agreement with the selected proposer:

"By signing this contract, grant, or other agreement, the parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

**Local governments, state agencies, state universities, two year colleges, or instrumentalities of the State are not required to submit an Immigration Compliance form or E-Verify MOU. Proposers should contact the Energy Division if there are any questions regarding this requirement.**

**Attachment E - *State of Alabama – Disclosure Statement***

Alabama Act 2001-955 requires the Vendor Disclosure Statement be completed and filed with all proposals, bids, contracts, and grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote 'N/A' (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. **The form must be signed, dated, and notarized.**



## PART IV – PROPOSAL EVALUATION

<b>Review Criteria</b>	<b>Possible</b>
Degree to which the proposal fully addresses all relevant energy code requirements and options, including trade-offs and mandatory provisions	30
Proposed plan to complete the project in an expeditious manner. Detailed description of deliverables and time lines for task completion during grant period	15
Qualifications and experience of Offeror in proposed project and experience developing similar tools, knowledge of energy codes, or previous performance implementing prior grants with the Energy Division	20
Extent of maintenance and support options included in the project	15
All required documents, including transmittal letter, narrative, and attachments are completed fully and submitted in the application. <i>Energy Division has the right to reject incomplete proposals without review.</i>	5
Budget listed in Attachments A and B for proposed project is appropriate and reasonable for project	10
Cost breakdown for each proposed task is appropriate and reasonable	5
<b>Total Points:</b>	<b>100</b>

## **PART V – AWARD ADMINISTRATION INFORMATION FOR SELECTED PROPOSALS**

### **A. Invoices**

The Energy Division will provide additional information on invoice requirements for the selected proposal. In addition to standard management and financial reporting requirements, the following information and supporting documentation will be required in invoices as appropriate and applicable to the proposed project:

#### Expenditures

- Expenditures for project activities
- Expenditures for administration

### **B. Reporting**

The Energy Division will provide additional information on reporting requirements for selected proposals.

### **C. Procurement**

All projects receiving financial assistance must follow proper procedures as stated in the Alabama Competitive Bid and Public Works Laws. In addition, all contractors must utilize best commercial practices in obtaining subcontractors.

## **PART VI – OTHER INFORMATION**

### **A. Right to Reject**

The Energy Division reserves the right to reject any and all proposals submitted and to request additional information from all Offerors. The Energy Division reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of the Energy Division, is determined to be the best qualified and whose proposal best meets the objectives of the Energy Division. The Energy Division reserves the right to negotiate with any Offeror(s). The Energy Division reserves the right to reallocate funding for subject areas as deemed necessary. All grant awards are subject to state receipt of federal funds awarded.

### **B. Proprietary Information**

The information contained in the proposals will be public information unless a specific request is made to keep specific information confidential. If a proposal contains any information that the Offeror does not wish to have disclosed to the public or be used by the Energy Division for any purpose other than evaluation of the offer, each sheet of such information must be clearly marked "proprietary." This information will be kept confidential, subject to applicable state and federal laws. Proposals and supporting materials submitted shall become the property of the Energy Division.

## PART VII – CHECKLIST & FINAL NOTES

### CHECKLIST:

Item	Requirements
<input type="checkbox"/> Letter of Transmittal and Commitment <ul style="list-style-type: none"><li><input type="checkbox"/> Brief statement of the work to be performed</li><li><input type="checkbox"/> Authorization statement</li><li><input type="checkbox"/> Applicant's DUNS number</li></ul>	Must contain required statements
<input type="checkbox"/> Proposal Narrative	See page 6
<input type="checkbox"/> Attachments	
<input type="checkbox"/> Attachment A – Project Budget	Categorize award funds and cost share
<input type="checkbox"/> Attachment B – Budget Narrative	Detail costs shown in Attachment A
<input type="checkbox"/> Attachment C – Offeror/Proposer Information	Applicant's information
<input type="checkbox"/> Attachment D – Beason-Hammon Certificate of Compliance	Sign, date, and notarize (if applicable)
<input type="checkbox"/> Attachment D – E-Verify Memorandum of Understanding	Copy (if applicable)
<input type="checkbox"/> Attachment E – State of Alabama Disclosure Statement	Sign, date, and notarize

### FINAL NOTES:

- ✓ Your proposal/application submitted consists of one (1) original and two (2) copies of all documents.
- ✓ All proposals must be received no later than **5:00 p.m., July 27, 2016.**
- ✓ All information should be for the eligible party requesting to receive the award, not for a third party assisting with the application process.